

04 October 2016

CIRCULAR TO THE INDUSTRY

RE: 2016 YEAR-END PAY-OUT APPLICATIONS (SICK BONUS, LEAVE PAY & HOLIDAY BONUS 13TH CHEQUE PAYMENT)

It is mandatory for employers to submit applications through the e-Business solution www.nbcrfionline.org.za on behalf of employees who are due for leave pay and sick bonus.

Please Take Note of the Following Important Information

1. Ensure that all relevant employee information is correct and accurate, including individual banking details.
2. Employers and Employees need to be mindful that banking details submitted on the application will be used for payment. The NBCRFLI will not be held responsible and liable for incorrect/non-payment where banking details are changed once applications are calculated. Banking details loaded by the employer after applications are calculated will not be utilised for year-end payouts.
3. Completed applications are to be submitted on or before **21 November 2016**. No applications will be considered after this date.
4. No payments will be made until the OCTOBER 2016 monthly returns have been received and processed by the Council.
5. Sick Leave Bonus Payments
 - a) Bonus payments will only be made on completion of the 3 year sick leave cycle from the date of commencing employment, or from the date that the previous sick leave cycle expires. An employee's commencement date will thus determine the month and year during which he/she may expect a bonus payment.
 - b) Council shall pay a sick leave bonus, subject to a) above, based on contributions received during the preceding 3 years less sick leave days paid to that employee.
 - c) An employee who has utilised all his sick leave benefits will not qualify for any sick leave bonus payments at the end of the sick leave cycle.
6. **You are further advised that no schedule payments in respect of sick bonus and leave pay will be accepted. Sick bonus and leave pay applications must be lodged in the prescribed manner during the course of the year.**

7. As was the case last year employers will only be required to provide Council with a payment release date for the December Holiday Bonus 13th cheque payments.
8. The names of employees no longer employed are to be removed from the applications and pro-rata leave vouchers (Annexure F) must be submitted.
9. Once calculations have been finalized by the Council, a notification will be sent to employers to Query / Confirm calculations online, within **72 Hours**. If no feedback is received from the employer within 72 hours after the notification has been sent, calculations will automatically be confirmed and processed for payment.
10. Payments will only be released on the Expected Pay Date selected as per employer instruction. Once the Expected Pay Date is submitted no changes will be allowed.

Should you require any assistance please do not hesitate to contact your regional Funds Administration Office or Designated Agent.

Your co-operation with the above procedure is highly appreciated as it will ensure the smooth processing of applications and payments.

Yours Faithfully

National Secretary

(This document has been sent electronically and is therefore not signed)